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Chief, O&M Staff, DD/P Area

Management Staff Study of Reports and Requirements -
NE Division

1. This Staff has completed its study of the reports and requirements function in NE Division. [REDACTED] Reports Officers and [REDACTED] persons serving as Reports Officers in all six NE Branches were interviewed during the course of this study. The facts and recommendations presented herein are based on the information that was obtained from these interviews.

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2. To facilitate the presentation of this study to the appropriate NE Division personnel, a sample memorandum has been prepared (Tab A) which may be used to transmit copies of the study and appropriate recommendations (Tab B) to each of the Branch Chiefs and Reports Officers concerned.

3. Tab C is a listing of the various miscellaneous activities performed by NE Division Reports Units. Reports Officers were asked to list miscellaneous activities which they performed in descending order from the greatest time consumers to the least. The numbers appearing in each column represent the order in which the Reports Officers listed these miscellaneous activities as performed in their respective Reports Units.

4. Tab D is a Process Flow Chart which shows the steps taken by each Reports Officer in the processing of a report and the sequence in which these steps are performed.

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Attachments:

A through D

Distribution:

0 & 7 - C/NE, [REDACTED]
1 - C [REDACTED] NE
1 - Met/St

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